



**BETTY T. YEE**  
**California State Controller**

October 20, 2017

**SUBJECT: 2016-17 Public Retirement Systems Financial Transactions Report**

Dear Retirement Administrator:

This letter provides information regarding the 2016-17 Public Retirement Systems Financial Transactions Report (FTR). Government Code (GC) section 7504 requires the completed financial reports and audited financial statements of each retirement system to be submitted to the State Controller's Office (SCO) within six months of the close of the fiscal year. For defined benefit plans, an actuarial valuation report is also required at least every three years.

The financial reports are due January 1, 2018. Please submit the following documents to the SCO (see address below):

- Financial Transactions Report
- Audited Financial Statements
- Actuarial Valuation Report (if applicable)

Please visit [http://www.sco.ca.gov/ard\\_locinstr\\_retirement\\_forms.html](http://www.sco.ca.gov/ard_locinstr_retirement_forms.html) for reporting instructions and information.

If filing using the web-based reporting platform, please visit <https://lgrsonline.sco.ca.gov>.

The audited financial statements and actuarial valuation report may be submitted through mail or email.

Mail: Local Government Programs and Services Division  
Local Government Reporting Section  
3301 C Street, Suite 700  
Sacramento, CA 95816

Email: [LGRsupport@sco.ca.gov](mailto:LGRsupport@sco.ca.gov)

Retirement Administrator

October 20, 2017

Page 2

If you have any questions or need assistance, please contact the Local Government Reporting Section at [LGRsupport@sco.ca.gov](mailto:LGRsupport@sco.ca.gov) or (916) 322-9672.

Sincerely,

*(Original signed by)*

RENEE HSZIEH, Bureau Chief  
Local Government Policy and Reporting